

# Maintenance Work Order Record Form

The **maintenance work order record form sample PDF** provides a structured template to log and track maintenance tasks efficiently. It helps ensure accurate documentation of repair details, assigned personnel, and completion dates. Utilizing this form enhances workflow management and accountability in facility maintenance operations.

## Sample Maintenance Work Order Record

<b>Work Order No.</b>	_____
<b>Date</b>	_____
<b>Location/Facility</b>	_____
<b>Reported By</b>	_____
<b>Description of Issue</b>	_____
<b>Assigned To</b>	_____
<b>Priority</b>	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low
<b>Maintenance Actions Taken</b>	_____
<b>Parts Used</b>	_____
<b>Date Completed</b>	_____
<b>Completion Status</b>	<input type="checkbox"/> Completed <input type="checkbox"/> In Progress <input type="checkbox"/> Pending
<b>Verified By</b>	_____
<b>Remarks/Notes</b>	_____

*Note: For use as a PDF form, this table can be converted using PDF form design software, allowing for digital entry and record-keeping.*